



Minutes of a Regular Board Meeting, December 1, 2022
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, December 1, 2022, beginning at 7:03 PM.

Present: Dr. Ruskin, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Absent: Mr. Cook by Roll Call Vote

PLEDGE OF ALLEGIANCE

Members of the audience joined with the Board in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Motion to Amend the Agenda

It was moved by Mr. Cook and supported by Mr. Mena that the agenda be amended and move the field trip to and action item.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

Motion to Approve the Amended Agenda

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Community School Board of Education approve the agenda as amended.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

CELEBRATIONS

Mr. Benjamin Mainka announced that he participated in presenting the NEF Grant Awards to several of the teachers. He stated that it was just like Christmas and everyone was very grateful. He reported that the two (2) things that he took away from this experience was the innovation of our teachers, the thoughtfulness they put into their grant requests, and the generosity of the NEF.

Board members celebrated our wonderful Brian Langley, who is always an example of exemplary leadership in our teacher ranks with his Thriving Educators Podcasts. They mentioned that he has had several guest speakers including Hattie McGuire, Amber Loney, and so many other teacher contributors.

CONSENT AGENDA

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Community School Board of Education approve the Consent Item(s) as presented.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0 **MOTION CARRIED**

COMMENTS FROM THE AUDIENCE

There were two (2) comments from the audience.

DONATIONS

There were no donations.

CLOSED SESSION

The Board of Education will move into a closed session for the following reasons:

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session for the purposes of contract Negotiations [OMA Sect.8(2)].

It was moved by Mr. Cook and supported by Mr. Mena that the Novi Community School District Board of Education move in a closed session for the purposes of negotiations.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0 **MOTION CARRIED**

The Board went into a Closed Session at 7:14 PM.

The Board returned from the Closed Session at 7:22 PM.

ACTION ITEMS

Personnel Report

Laura Carino, Assistant Superintendent of Human Resources, presented for the Board's consideration the personnel changes.

It was moved by Mrs. Roney and supported by Mr. Cook that the Novi Community School Board of Education adopts the personnel report recommendations as presented.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0 **MOTION CARRIED**

Telecommunications Infrastructure: Phone System Upgrade

In the 2019 Bond, there is an allocation for the replacement of the telecommunications infrastructure to support the safety and operations of the District. This upgrade will route calls through Oakland Schools One Network using fiber optics versus the old copper lines. This upgrade should result in a net monthly profit of approximately \$1,000 for the District.

It is the recommendation of the administration that the Novi Board of Education award the Telecommunications Phone System Upgrade Project to Logicalis, Inc. in the amount \$218,872.42 with an additional \$32,830.87 will be budgeted and managed by the District as a project contingency.

The total project cost is \$251,703.29.

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Community School District

Board of Education award the Telecommunications Phone System Upgrade Project to Logicalis, Inc. for a total project cost of \$251,703.29 and authorize the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

Bid Package #12 – Novi Storage Addition to Maintenance Campus

On Tuesday, October 25th 2022 at 1:00 PM and Wednesday November 2nd at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders.

The project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors. Based upon the project team's review of the proposals and bidders, we propose the attached recommendations for a total award of \$1,134,769.

This comes before the Board tonight for information and discussion and will come back for approval at the December 1, 2022 meeting.

It was moved by Mrs. Murphy and supported by Mrs. Roney the Novi Community School District Board of Education award the contracts as listed for a total award of \$1,134,769 and authorize the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

Visitor Policy

The Governance and Policy Committee met on November 6, 2022 to review a Policy for Visitors and Volunteers. The sub-policy adds new language to policy 2002, as stated below. It comes tonight for Board information and discussion.

Policy 7010 - Volunteers

The Board encourages the use of volunteers to support the School District. Because the safety of the School District's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool (ICHAT) before s/he is permitted to volunteer, regardless of whether or not the volunteer will work directly with students. ICHAT criminal background checks will be performed annually for each volunteer.

No individual will be permitted to volunteer if s/he has been convicted of a misdemeanor described in, or a felony that is a "listed offense" as defined in, MCL [380.1535a](#) or MCL [380.1539b](#). If an individual has been convicted of a felony that is not a listed offense, as defined in MCL [380.1535a](#) or MCL [380.1539b](#), the individual may only be permitted to volunteer if the Board and the Superintendent both approve the volunteer assignment in writing. This policy does not grant any individual who passes an ICHAT background check with the right to be approved as a volunteer.

New Proposed Language:

Volunteers and visitors, when desiring to be present when students are in attendance during the school day, are required to produce a driver's license or state-issued identification card before being permitted around students that day. The driver's license or state-issued identification card will be used to determine whether the prospective volunteer/visitor appears on the Michigan Sex Offender Registry or a comparable registry in another state. An individual who is identified as appearing on a state registry will not be permitted to volunteer/visit that day. The Assistant Superintendent of Human Resources will review the specific circumstances surrounding the individual's inclusion on the list and may determine eligibility for a parent/guardian who wants to visit the school for future events. In cases where large numbers of visitors may be present (i.e. holiday concert), exceptions to this practice may be made assuming that the building administrator ensures extensive staff supervision.

A volunteer is an individual serving in an unpaid position who has direct volunteer contact with students, including direct interaction or guidance of one or more children. A volunteer must be acting under the direct supervision of a staff member. Volunteers are not permitted to be alone with students at a location without a staff supervisor present. A visitor is an individual whose actions do not rise to the level of a volunteer and may include a parent, guardian, close relative, or community member who visits a school for a reason such as meeting with a staff member, dropping off or picking up a student or materials, acting in an observational capacity such as an audience member observing a performance, or someone who will not be directly interacting with or supervising students.

It was moved by Mrs. Murphy and supported by Mr. Smith that the Novi Community School District Board of Education approve the Visitor Policy as presented.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

Novi Educational Support Personnel Association (NESPA) Contract

On Thursday, October 27, 2022, the Novi Educational Support Personnel Association (NESPA) team met to discuss a wage reopener for their members.

On the negotiation teams were:

NCS D:

Mr. Ben Mainka, Superintendent

Dr. Laura Carino, Assistant Superintendent of Human Resources

NESPA:

Grat Dalton, MEA Executive Director

Mary Abraham, NESPA President

Ashley Bootz, NESPA Vice President

A tentative agreement has been reached with the Novi Educational Support Personnel Association (NESPA). The administration recommends the contract agreement be approved.

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Community School District Board of Education approve the contract agreement with the Novi Educational Support Personnel Association (NESPA).

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

Michigan Thespian Festival Field Trip

Heather McKaig, the Novi High School play director, is requesting to have students of the High School Drama Club participate in a unique opportunity for them to grow as thespians by attending the Michigan Thespian Festival held in Lansing, Michigan. She led a group to the same event last year. The event includes workshops that improve technical and performance skills and numerous performances by other high school theatre companies. All students will have the ability to compete and seniors will have the opportunity to compete for a collegiate scholarship.

Students will be asked to pay \$210 to attend the event and bring money for food. They will be spending the night on December 9th, at the Radisson Hotel Lansing, at the Capitol.

It was moved by Mr. Smith and supported by Mrs. Murphy that the Novi Community School District Board of Education approve the Michigan Thespian Festival in Lansing, December 9, 2022 through December 10, 2022.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

Bid Package #10B – Novi Middle School

On Thursday, July 7 2022, the Novi Community School District Board of Education awarded the NCSD District Wide Card Access system contract to LaForge, LLC. The intent of the pricing was to apply to the interiors of the District Buildings.

The project team and LaForce, LLC had developed a project scope with the Novi Middle School for the retrofit existing interior doors. The project team has conducted a cost review of the scope of work and based up that review, they are proposing a contract amendment to be presented tonight and return for approval at the December 15, 2022 Board meeting.

Amend the contract incorporating added scope for buildings listed below, utilizing contracted unit pricing applied to access doors at the following buildings, per the attached cost quotations:

1. Novi Middle School \$560,348.00

Total this Amendment **\$560,348.00**

Original Contract Amount	\$ 291,722
Previous Amendments	\$1,495,672
Current Amendment	<u>\$ 560,348</u>
Amended Contract Amount	<u>\$2,347,742</u>

AMENDMENT RECOMMENDATION AMOUNT \$ 560,348

This comes before the Board tonight for information and discussion and will return for approval at the December 15, 2022 Board meeting.

COMMITTEE REPORTS

Curriculum Committee

Mrs. Murphy, Board Secretary and Chair of the Board DEI Committee, reported that the committee had their first Financial Literacy Requirement Overview for the high school and a cursory understanding of how that would be rolled out into some of the existing classes. She stated that that had a grant review, which was the first time this was part of a discussion about grants in general. Mrs. Murphy said that there are several grants that the curriculum department has applied for. She mentioned that some have been received and they are waiting on others

Mrs. Murphy reported that some can be used for things we are doing from a mental health perspective, but eventually this money goes away and how do you keep good programs in place. She stated that it will be good to hear more about this as we move forward. Mrs. Murphy said that there was one grant that the Board discussed around the School Safe Walk to Schools grant that we partnered with the city for.

Mrs. Murphy reported that there was discussion around the curriculum processes and approvals. She stated that they reviewed an administrative draft of a program or a plan to communicate and have a better understanding of the process and the responsibilities of the curriculum approval process. Mrs. Murphy said that the document was a good look and a good grasp of where the responsibilities lie, who approves it, and how they all work together to really help our kids through the curriculum. She mentioned that helps our community, our teachers, and everyone to understand.

SUPERINTENDENT'S REPORT

Mr. Benjamin Mainka, Superintendent of Schools, reported that he had a few items to update the Board on and a couple of items that he needed the Board's input on. He stated that it has been great to see people a little refreshed after the break, but when he was in one of the buildings this morning they mentioned that it was not quite long enough. Mr. Mainka said that this is the longest stretch of the school year without a break and the Thanksgiving break will get them through to the winter break and this is the first time, that he could remember, that winter break is a full two (2) weeks, which is a unique thing. He mentioned that there is a lot of research, lately, about the science that students and staff need an opportunity to have some separation from each other and this will be a good opportunity for that during this upcoming break.

Mr. Mainka reported that Dr. Carino did her dissertation on therapy dogs in the educational setting. He stated that one of the things they have been talking about is systems and protocols on how we do this. Mr. Mainka said we have some great therapy animals in the District that get that training, but the problem is that they are essentially they are people's personal pets and we would like to have therapy animals that receive the training and stay with the District. He mentioned that when someone retires, the animal will transfer to another employee, so the District needs to create a system to ensure that we have equity across all of our buildings.

Mr. Mainka reported that the District would actually own the animals and it would run like the K-9 unit in the police force. He stated that the dogs will be bred by a breeder that focuses on this work, they will be trained from birth, to assimilation into the staff, and then into the school. Mr. Mainka said that the process has been well thought out and the staff would decide if they would like to be a handler and bring the dog to the building every day. He mentioned that the District would provide the veterinary necessities, the food and these types of things. Mr. Mainka stated that this is an eight (8) to ten-month process and that we are targeting this for the fall of 2023 for implementation.

Mr. Mainka reported that he wanted to get Board input on, first, the committee agendas. He stated that there is a cabinet member assigned to each of the five (5) Board committees. Mr. Mainka said that whether we talk about the administrative committees or committee of the whole, Dr. Carino will be working with the Policy Committee, Mr. Giromini will be working with the DEI and Curriculum Committees, Mr. Kling will be working with the Finance and Capital Projects Committees, and he will be working with the DEI and Capital Projects Committees. He mentioned that there is a Board member who is the chair of each committee.

Mr. Mainka reported that his hope is that we can develop a process where the committee chair and the cabinet member, who is overseeing that particular committee, will work together to get an agenda out to you a week before that committee meeting. He stated that if it is a committee of the whole and you have items that you would like placed on the agenda, please give them four (4) days' notice and send it either to the committee chair, the cabinet member, or both, then the agenda can be published in a timely fashion. He mentioned that he would like to know if anyone has an issue with this process or if they have a different way they would like to do it. Mr. Mainka stated that any feedback, comments, or questions, please send it over via email.

Mr. Mainka reported that the other thing was that he has had the real privilege of being able to meet with students and that they have established Superintendent Student Advisory Teams. He stated that he met with the Meadows and the high school teams this week and will meet with the middle school team next week. Mr. Mainka said that it has been a great process and as we move from that level of student voice to the next level, the final evolution, we hope that we would be able to create Board roundtables, where Board members would be able to meet with the kids as well. He mentioned that we will build toward that.

Mr. Mainka reported that during COVID it has been difficult for Board members to get into buildings. He stated that in his previous district, they instilled a process called Board tours where they would pick a few buildings, pick a chunk of time during the school day, post it as a meeting, and go see the amazing things that students and staff are doing. Mr. Mainka said that if there is an interest, he will get this off the ground and move forward. He mentioned that he knows Board members are assigned to buildings but if there is an interest, he would be happy to move forward with the Board tours. He mentioned that if there is an interest to please email him or if no one is opposed, then he could set it up.

Mr. Mainka reported that the Board members should continue to do what they are doing now and that this was just an opportunity to have a more formalized approach to go as a group and observe what the buildings are doing, the different programs, other than their assignment. He stated that it would have a little more structure and to email him any feedback. Mr. Mainka said that, for some staff, it creates

some concern and anxiety if a Board member shows up because there is a process, your work with your assigned building's principal to schedule a tour, which is fine. He mentioned that this is just another opportunity for you to watch and talk to staff. Mr. Mainka reported that they can talk about the logistics of this as it pertains to the Open Meetings Act, posting it as a meeting, potentially having the public present, and so on.

ADMINISTRATIVE REPORTS

Dr. Laura Carino, Assistant Superintendent of Human Resources, reported that she attended the Behavioral Threat Assessment and Management Training along with Nicole Carter, Rob Baker, Darby Hoppenstedt, and Detective Warren. She stated that it was a great, full day of training for our threat protocols and was helpful for them to see how far we actually are in comparison to the other districts.

Dr. Carino said they received samples of other documentation that they will use to tweak the District's current process and improve it. She mentioned that they undertook different scenario-based situational practice with regards to if this situation occurred, how would we run the protocol in our own building or District. Dr. Carino reported that this is something they will be bringing back to our administrators at their regular monthly meeting, so that we can continue to improve our practices, both at the District level and at the building level.

Dr. Carino reported that for the past two (2) days she has been in Lansing attending the MASPA (Michigan Association of School Personnel Administrators) Conference. She stated that it was a wonderful opportunity to work with other HR folks about the legal aspects and just network.

Dr. Carino reported that after our last Board meeting, we received some very sad news of the passing of Lisa Braun. She stated that Lisa had been a science teacher at the middle school, since 1995. Dr. Carino took the opportunity to publicly honor her memory.

Mr. Mike Giromini, Assistant Superintendent of Academic Services, acknowledged Mrs. Murphy for doing an amazing job of summarizing the committee meeting. He stated that he has one update for the Board. Mr. Giromini said that they have scheduled the first Sex Education Advisory Board meeting for late December. He mentioned that it has been communicated to the members and they have all confirmed whether they can attend or not.

Mr. Giromini acknowledged that their original goal was for the end of November, but combined with the element they dealt with earlier and so many applications, it took longer than anticipated and pushed everything back. He reported that looking at the calendars and setting a date, this was the best opportunity for them. Mr. Giromini stated that he looks forward to giving the Board updates from that committee in the future.

BOARD COMMUNICATION

A Board member expressed his gratitude to the teachers who took the time to come out and visit the Board this evening. He stated that he wished they could be introduced because this would be a great time for that.

A Board member reported that last night was the Light Up Oxford support. She stated that kids took home a bag and showed their support on the anniversary of that. The Board member said that it was

wonderful to see the neighborhood lit up at the end of the streets showing their community support and that we stand behind them as a District. She acknowledged Jason Smith, former executive Director of the NEF and PTO at Parkview, who will be making announcements in the future regarding a grant. The Board member mentioned that he has raised over two (2) million dollars that directly benefitted our kids and teachers. She wished him a happy birthday and expressed her gratitude.

A Board member reported that when she goes to a building for a visit, she always takes a tray of candy or donuts. She stated that the principal announces that it was donated by her, the Board Trustee.

A Board member expressed he gratitude for everyone who came out this evening. She stated that she hoped everyone had a lovely Thanksgiving with your families.

ADJOURNMENT

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education It was moved by Mr. Smith and supported by Mrs. Hood that the Novi Board of Education Regular Board meeting be adjourned.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney

Nays: 0

MOTION CARRIED

The meeting adjourned at 8:19 p.m. The next regular meeting of the Board is scheduled for December 15, 2022 at 7:00 p.m., at the Educational Services Building.

Bobbie Murphy, Secretary